



Staff Handbook Updates for 2025-2026

- Year updated from 2024-2025 to 2025-2026 throughout document
- Address for District Office updated throughout the document to 2617 College Park
- Page 4 - Updated calendar to the 2025-2026 Calendar
- Page 5 - Updated Bear Cub Preschool, ReConnect, & District Office Addresses, added Dr. in front of Ashlen Schaneman's name, updated the leadership for Westmoor Elementary, updated the Activities Director to Nate Rock
- Page 6 - Updated the Combined Non-Discrimination Notice to align with Board Policy 4003
- Page 7 - Removed under the Procedures for Requesting ADA Accommodations that the Reasonable Accommodations Request Form can be found on the District's website. The process is initiated by an employee submitting their request in writing to Dr. Kemling, who will provide the necessary forms upon receiving the request.
- Page 9 - Removed language under the Activities Director/Assistant Principal that stated they were in charge of scheduling the auditorium, cafeterias, SHS Meeting Room, etc.
- Pages 12-64 - Updated language under the following sections to match Board Policy
 - Page 11 - Board Policy 1120, Tobacco Policy
 - Page 11 - Board Policy 2410, Administrative Action in Emergencies
 - Page 14 - Board Policy 3570, Title I Funds*
 - Pages 14-18 - Board Policy 4003, Anti-Discrimination, Anti-Harassment, and Anti-Retaliation
 - Page 19 - Board Policy 4004, Duty Hours of Employees
 - Page 20 - Board Policy 4009, Drug & Substance Use & Abuse*
 - Pages 21-22 - Board Policy 4023, Report Crimes, Etc.
 - Pages 24-25 - Board Policy 4171, Catastrophic Illness, Injury, or Physical Condition Leave
 - Page 27 - Board Policy 5406, Search and Seizures*
 - Page 27 - Board Policy 5418, Homeless Students*
 - Pages 30-31 - Board Policy 6400, Parent Involvement
 - Pages 31-32 - Board Policy 6500, Free and Reduced Meals*
 - Page 35 - Board Policy 6910, Dispensing Medication*
 - Page 56 - Board Policy 4114, Advancement on Salary Schedule
 - Page 57 - Board Policy 4115, Certificated Employee Continued Education Credit (policy was removed as it no longer exists)
 - Page 57 - Board Policy 4140, Professional Growth Requirements - Certificated Employees
 - Page 57 - Board Policy 4190, Standards of Performance

- Page 64 - Board Policy 5421, Restraint/Seclusion*

*The only change was that language was added to see Board Policy for additional information.

- Page 36 - Addition of the full name of the TimeClock Plus application under Lunch Breaks
- Page 37 - Updated HR to Business for where staff obtain their ID badges
- Page 38 - Addition of "Executive" in front of the Director of Student Services under Infectious Disease
- Page 38 - Updated where staff can locate the Material Safety Data Sheets (MSDS)
- Page 39 - Under Worker's Compensation, updated that staff must report injuries from HR to the Human Resources Benefit Coordinator
- Page 40 - Under Disability Insurance & Life Insurance, updated that staff must work at least twenty hours instead of being a .5 FTE, reference to the Scottsbluff Education Association instead of the Board of Education, and that the contact is the Business Department for more details about the plan
- Page 40 - Under Voluntary Retirement, updated where staff could find more information regarding a 403b plan
- Page 41 - Under Attendance, added guidelines for if an employee is attending college classes during the workday
- Page 41 - Under Selection Procedures, updated TalentEd to say SchoolSpring (same system, different name) and to reflect that a director who is the direct supervisor of a position may also do the preliminary screening of applicants (previously only stated administrator)
- Page 43 - Updated the 25-26 paycheck schedule
- Page 44 - Updated the Medical/Dental Insurance Rates for classified Staff
- Pages 45-46 - Updated the Holiday Schedule
- Page 58 - Updated under Teacher Certification to reflect the appropriate statute number
- Pages 58-60 - Addition to Tuition Reimbursement Programs to specify that the costs that an eligible participant would be reimbursed is limited to 50% of the course cost they paid and further limited to the University of Nebraska-Lincoln's tuition rate for Education Graduate Level Courses.
- Page 61 - Updated the College Credit Program to open on August 4, 2025, with coursework needed to be completed between August 4, 2025, to August 1, 2026, and all required documentation to be received by August 15, 2026. Also added that staff who were reimbursed under the program in 2024-2025 are not eligible for the program in 2025-2026 to allow more individuals to benefit under this program.
- Page 62 - Updated the Payroll Dates for 25-26
- Pages 62-63 - Updated the Medical/Dental Insurance Rates for certified staff
- Page 65 - Removed the number of health service aides we have due to times when we may not be fully staffed
- Pages 66-67 - Under Request for District Vehicle, align with our Board Policy 3410